

Partner Agreement Document

**Greater Holyoke Youth Service Corps
Partner Agreement Form 2002-2003**

Mission Statement: It is the mission of the Greater Holyoke Youth Service Corps to enable youth to become leaders and role models in the community by enhancing their educational and professional skills.

This form will serve as the partnership agreement between the Greater Holyoke Youth Service Corps and

Organization Name: _____

Address: _____

Contact Name: _____

Phone: _____ Fax: _____

Project Site Address (if different from Organization Address):

GHYSC Schedule

The Greater Holyoke Youth Service Corps Members typically serve Monday-Friday 9:30-5:30.

Please determine the length and specifics of time you would like Corps Members to serve with your program.

Length of Project		
_____ short-term (less than 1 week)	_____ long-term (several weeks)	_____ ongoing (several months)

Number of Days	Number of Hours
_____ days per week	_____ hours per day
_____ specific days (optional)	_____ specific hours (optional)

Partner Organization Responsibilities

- To provide Corps Members with adequate training, space, and supervision to ensure safe and effective service of the Member.
- To provide Corps Members and GHYSC staff with orientation to the project, goals, rules, and organization staff that will have direct contact with Corps Members
- To complete evaluations of Corps Members and GHYSC staff to ensure the service we provide to the community is needed and worthwhile to all those involved.
- To accomplish any goals set forth in the Partner Proposal Form

Please add any responsibilities that are specific to the Project Site and staff:

Corps Members are prohibited by the Federal Government to engage in the following activities: ***Check your grant provisions to determine if any of the activities below are restricted only while serving in AmeriCorps.***

- Influencing legislation
- Engaging in partisan or election politics
- Organizing protests, petitions, boycotts, or strikes
- Assisting or deterring union organizing
- Participating in assignments that displace employees
- Impairing existing contracts or collective bargaining agreements
- Engaging in religious activities during service hours.
- Engaging in activities that pose a significant safety risk to participants
- Providing assistance to for-profit entities
- Participating in fundraising activities
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GHYSC Responsibilities

- To recruit, CORI check, and provide general skills training before their placement at sites
- To provide regular, on-going training for members to develop their skills toward better service and to promote their educational and professional skills (as mentioned above most training occurs on Wednesday mornings.)
- To provide regular supervision and transportation of members. Members are supervised by the Corps Leader (transportation and informal visits to site) and the Community Outreach Coordinator (scheduling and _____). Any problems, issues, and changes can be directed to either the Corps Leader or Community Outreach Coordinator.
- To provide project calendars to the project sites, notifying partners of Member Development Activities and scheduled days off or any other dates when members will be unable to serve.
- To accomplish service outcomes outlined in the partner proposal form and use performance measures to track progress.
- To resolve any issues dealing with members or scheduling in a timely and consistent manner.

Authorization

By signing both parties agree to meet the above responsibilities as part of the Partner Agreement Form.

By signing both parties agree and understand the terms and conditions of this agreement.

Signature of Community Outreach Coordinator Signature of Partner Organization
Representative.

Date

Date